USER MANUAL

How to deliver data to the Business Data Repository (BDR)

*Manual for undertakings submitting data in relation to
Article 27 of Regulation (EC) No 1005/2009 (the ODS Regulation) and/or
Article 6 of Regulation (EC) 842/2006 (the F-Gas Regulation)*

Introduction

This document contains the user instructions for the electronic submissions of the ODS and the F-Gases data via Reportnet, an online reporting system managed by the European Environment Agency (EEA) especially designed to improve the efficiency of data-flows. Companies will submit the official electronic datasets via the Business Data Repository (BDR) module of Reportnet.

These guidelines explain in particular how to use the electronic infrastructure to submit reports to the European Commission and your Member State in pursuance of

− Article 27 of Regulation (EC) No 1005/2009 of the European Parliament and of the Council of 16 September 2009 on substances that deplete the ozone layer (ODS Regulation) and
− Article 6 of Regulation (EC) No 842/2006 of the European Parliament and of the Council of 17 May 2006 on certain fluorinated greenhouse gases (F-Gas Regulation)

This manual only explains the submission process. For information about the completion of the reports please consult the applicable documents published by the Commission. Links are available in the help section of BDR: https://bdr.eionet.europa.eu/help.

About BDR

The Business Data Repository (BDR) is an electronic online reporting system managed by the European Environment Agency (EEA). BDR has been specifically developed for the handling of confidential company-based information. For further information on the confidentiality protection within the system see:
https://bdr.eionet.europa.eu/help/dataconfidentiality.

Using BDR for the submission of reports has a number of advantages.
− BDR is a more secure system than e-mail. It offers better protection against interception and loss of data.
− No need to submit to more than once destination as all stakeholders have access to BDR
− BDR is transparent and traceable.
− The content of the delivery (trade data of individual companies reported under the F-Gas and ODS regulation) will automatically be restricted from public view. Such data (including submission of previous years) will only be made available to authorised bodies. For more information see: https://bdr.eionet.europa.eu/help/dataconfidentiality

Submission process

All deliveries shall be provided via the Reportnet Business Data Repository (BDR)
The delivery process has 4 main activities as outlined below.

➢ **Activity 1: User authentication**

In order to report you need an account with username and password, as well as permission to upload the delivery for each reporting obligation.

If your company reported in 2012, the EEA will send an e-mail to the registered contact persons for your company. This will include the username for your company as well as additional information on the reporting process. In a separate e-mail you will receive the password for reporting during 2013. Please note that for security reasons a new password will be created every year and will be sent out by EEA at the time of the invitation to report.

The information will be sent out to the respective companies the latest by 22th February 2012.

If you report for the first time please register at https://bdr.eionet.europa.eu/registry/self_register. The account request will be evaluated and login and password will be provided to you by e-mail.

> Note: In case of:
> – forgotten login/password
> – changes in company name
> – difficulties during filling out online questionnaires
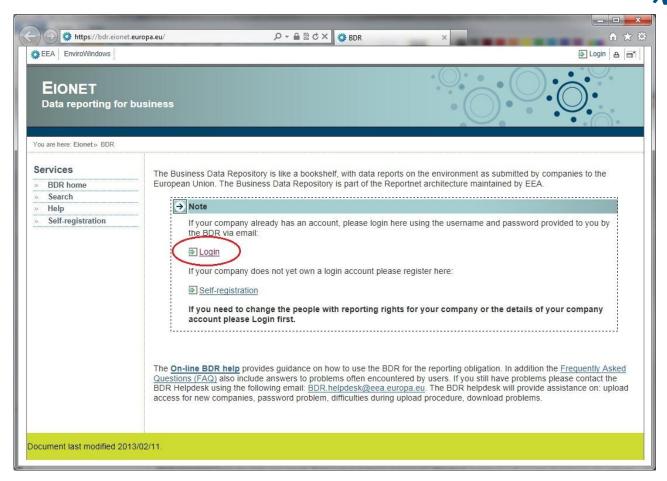> – download problems
> – other questions related to BDR
>
> Please contact the BDR Helpdesk at: BDR.helpdesk@eea.europa.eu

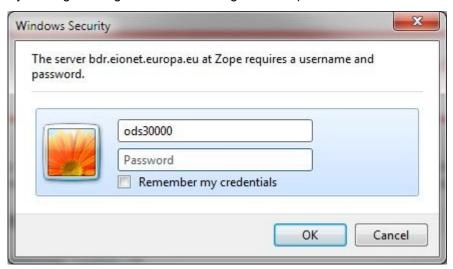➢ **Activity 2: Enter the Business Data Repository, login and verify your company details**

- *Step 1: Login*

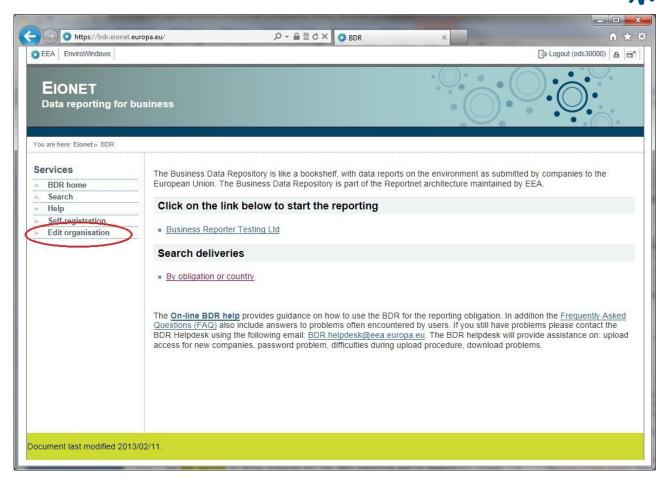You can access BDR at: https://bdr.eionet.europa.eu

When preparing for the ODS or F-Gas data delivery, you first have to Login the folder for your company by using your username and password. If your company needs to report under both regulations, please keep in mind that you have an individual account for each obligation. Do not report, for example, F-Gas data in your ODS account. Such wrong deliveries will be discarded.

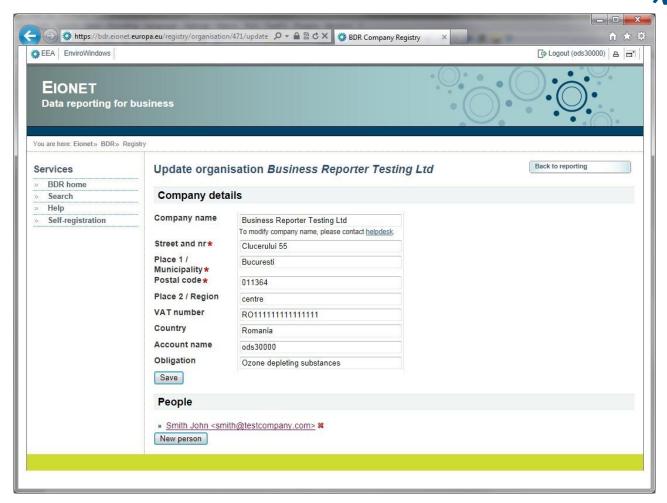By clicking the 'Login' box the following window opens:

After filling in the username and password the following screen will appear:

- **Step 2: Revise your company details**

We strongly advise you to review your company details (including information on contact persons) before you start the reporting process. The company details will namely be included in your company's report.

By clicking on the "Edit organisation" link you will access to you company details page where you can verify whether all the registered information for your company is correct.

Make sure that the provided information is correct. If not then on this page you can:

- change your company address

- add or remove company's contact persons
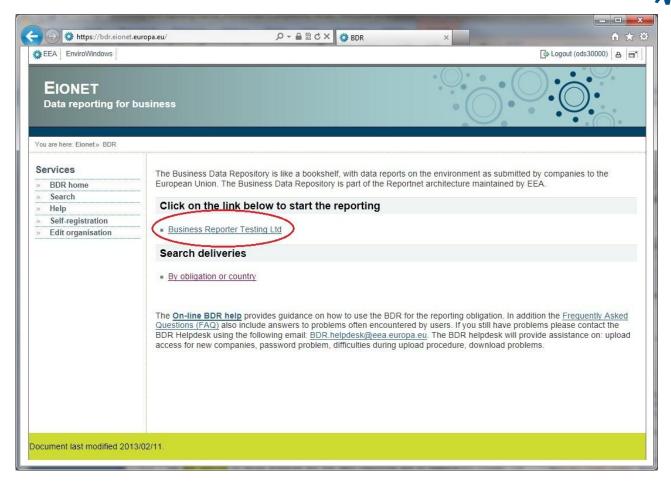
- edit persons contact details

On this page you cannot change company name, country, account name and obligation. To modify company name, please contact BDR Helpdesk (bdr.helpdesk@eea.europa.eu).

All the fields marked with red asterisk are obligatory to fill in.

Please make sure that your company information is correct in this step, as you will not be able to change that after you start completing the questionnaire!

➢ **Activity 3: Access the folder of your company and create a new envelope**

- *Step 1: Access the folder of your company*
By clicking on the company name on the front page of BDR you will access the folder of your company.
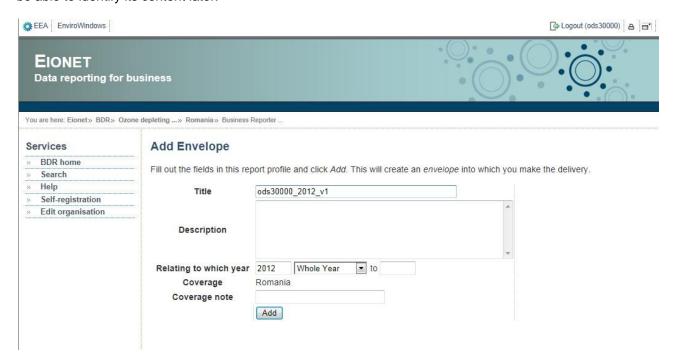
- **Step 2: Create a new envelope**

Now **create a new envelope** which will contain your data delivery by clicking on the button 'New envelope' at the upper right corner of the screen:
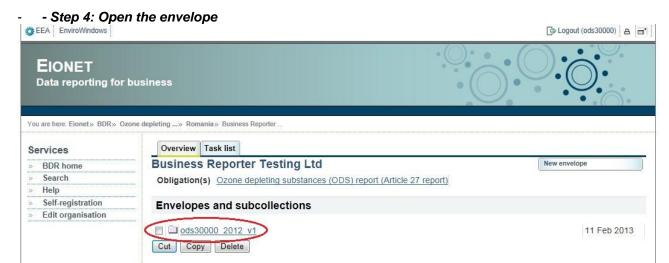
- *Step 3:Give the new envelope the correct metadata:*

Make sure to provide the accurate metadata (see picture and table below) for your envelope so that you will be able to identify its content later.
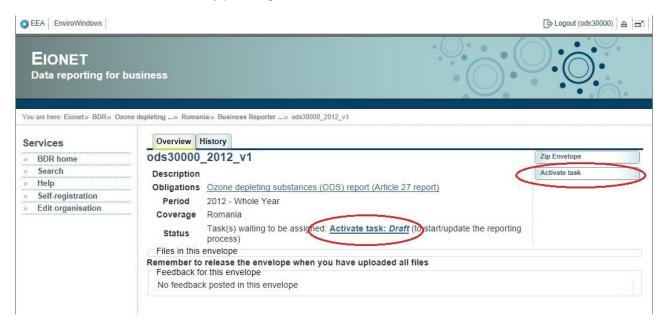

Metadata to be included

Envelope title	The title should follow this format: username_YYYY_v1 - username is your username used for the login (e.g. ODS10001 of FGAS12345) - YYYY is the year to which the data apply (e.g. 2012 for data reported in 2013) - v1 is the version number of the dataset (in the case of resubmissions, the version should be increased)
Description:	Original submission of data: 'Original submission' For re-deliveries of a dataset: 'Redelivery' + the reason for re-submission
Relating to which year:	The year covered by the dataset (reporting year) – e.g. 2012 for the data to be reported by 31/03/2013
Coverage	This is by default the Member State your company is located in. Any report should only cover data of this Member State.
Coverage note	For the purpose of reporting under the ODS or F-Gas regulation this field is not relevant.

- - **Step 4: Open the envelope**

Open the envelope by clicking on the name of the envelope you created.

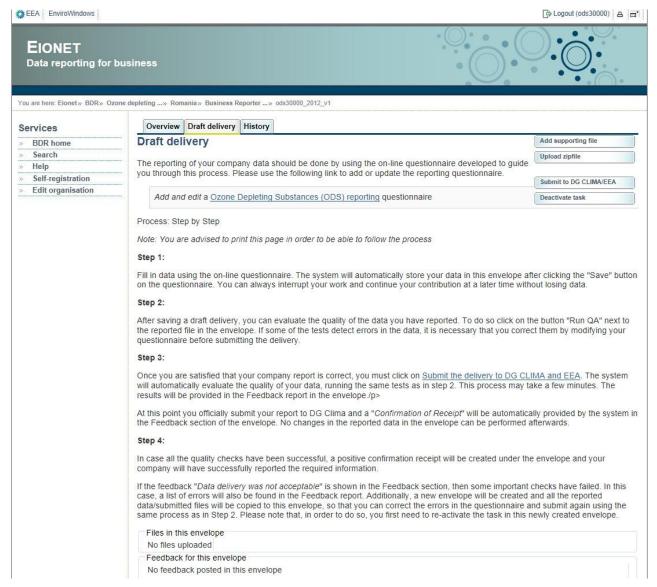- **Step 5: Activate task:**

The way to start the work in the envelope is to enter the envelope and activate the Draft task by clicking on the <Activate task: Draft> link or by pressing the <Activate task> button.

After activation, *you have reserved the envelope for yourself to work on (creating/updating documents).*

➢ **Activity 3: Making your delivery**

When you have activated a task, you will see the following screen:

Other users (in case there are several reporters in your company) will not be able to intervene on the envelope until you:

- *Submit to DG CLIMA/EEA* (the system will move forward to the next step in the reporting process, validating data) - or
- *Deactivate the task* from the corresponding right-side blue button which saves the work already done and makes it possible for someone else to take over the task

During the time someone works on a task, his/her colleagues are able to see this by consulting the *Status* of the envelope (which in this case will show: Task in progress: Draft (user: reporter)).
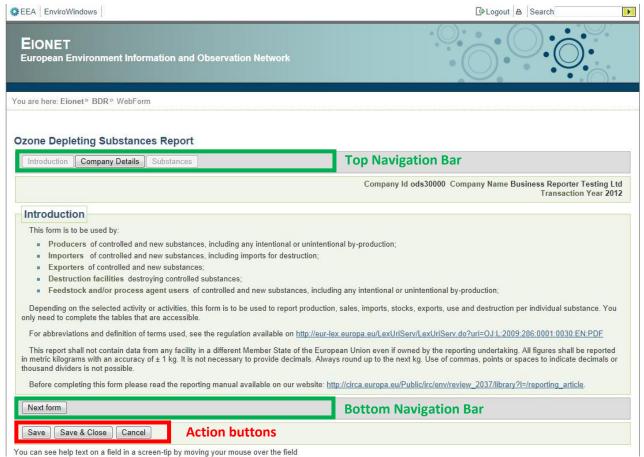
> ➢ **Step 1: Report data using online questionnaires**

You have now ready to start the data delivery. The next step is to fill in your report by using online questionnaires, which can be achieved by clicking on the link on top of the envelope:

It takes some seconds to load up the questionnaire. If you are using Internet Explorer as your default web browser, then you might be asked to click on "Start to fill in empty webform" in case the browser does not redirect automatically. After opening the questionnaire you will see the following screens, depending on which regulation you need to report:
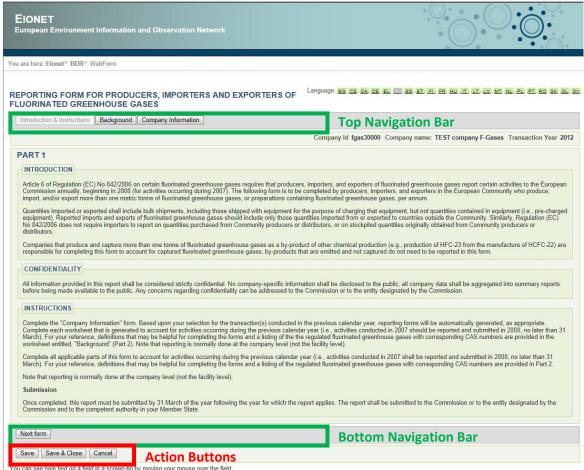

Front page for ODS Regulation

The questionnaires for ODS and F-Gases reporting are slightly different but they share some general usage principles. Detailed guidance for using these two questionnaires can be found in Annex 1 (ODS) and Annex 2 (F-gases) of the manual, available at https://bdr.eionet.europa.eu/help.

General principles for using the online questionnaires:
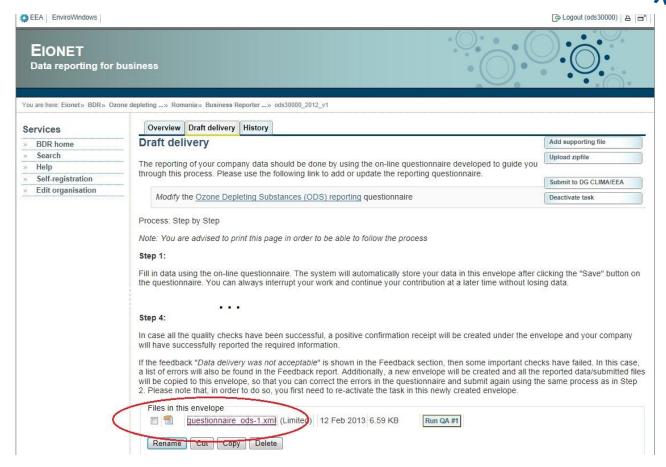
- The different forms are accessible from the **top navigation bar** in the grey area under the title of the form.

- The **top navigation bar** is dynamic and the exact number of visible buttons (tabs) depends on your company activities declared on "Company Details" form. The additional buttons will be visible after you have completed "Company Details" form.

- The **bottom navigation bar** in the grey area after the reporting form contains dynamic links to next and previous forms.

Front page for F-gases Regulation

- The action buttons on bottom of the page allows you to:

  o **Save** – saves the current state of data in BDR envelope in XML file

  o **Save & Close** – saves the data and opens BDR envelope page

  o **Cancel** -. Opens BDR envelope page without saving

  o **Print preview** – opens the print preview of reported data in a new window

  o **Run QA** – runs quality checks on reported data and opens the result in a new window

Your data will be automatically saved when you navigate between different reporting forms. You can interrupt your work on webform by clicking "Save & Close" button at any time and continue later from the BDR envelope. The data is stored in an XML file in the BDR envelope (see in image below):

Click on the file name to view and print your reported data. Using "HTML Factsheet" link on the file details page opens your data in printable format.

Reopen questionnaire

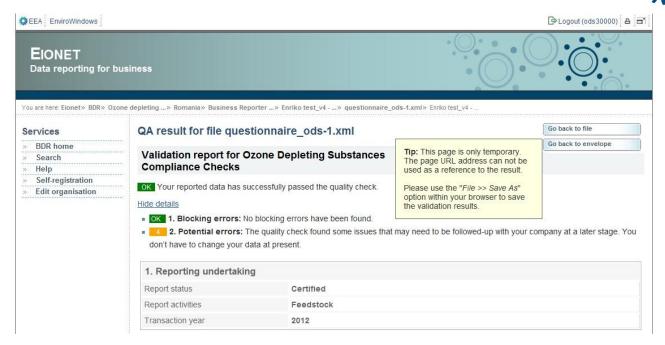Click on the modify link on top of the envelope to continue with reporting on an existing file in the envelope:

> ➢ *Step 2: Check quality of reported data*

The BDR system allows you to check the quality of reported data by clicking button in the envelope next to the reported file name. The automatic quality check detects two types of errors:
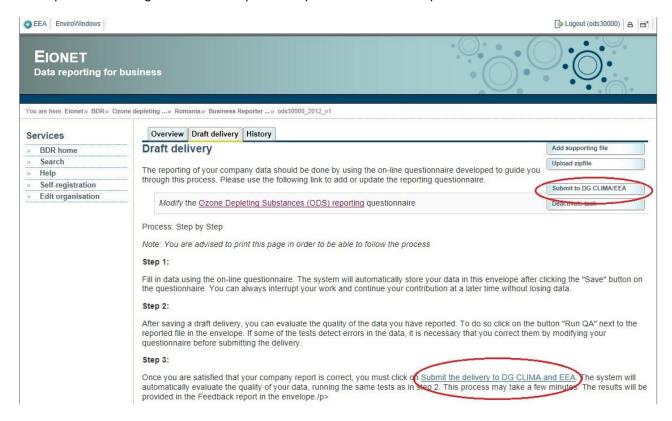
 - **Blocking errors** - important inconsistencies and/or errors in the reported data which need to be fixed. It is necessary to correct the errors found by changing your questionnaire before finalizing the delivery!

- **Potential errors** - issues that may need to be followed-up with your company at a later stage. The issues will be checked manually later by the EEA F-gases or ODS support team.

The data delivery is not acceptable if any blocking error appears in the report. The data delivery is acceptable if no errors or only potential errors appear in the delivery and there are no blocking errors.

Step 3: Finalising the data delivery

The final step in the data delivery is done by clicking 'Submit to DG CLIMA/EEA'. This action will finalise the data upload. No changes to the envelope will be possible after this step.

At this point you officially submit your report to DG Clima/EEA and a "*Confirmation of Receipt*" will be automatically provided by the system in the Feedback section of the envelope. No changes in the reported data in the envelope can be performed afterwards.
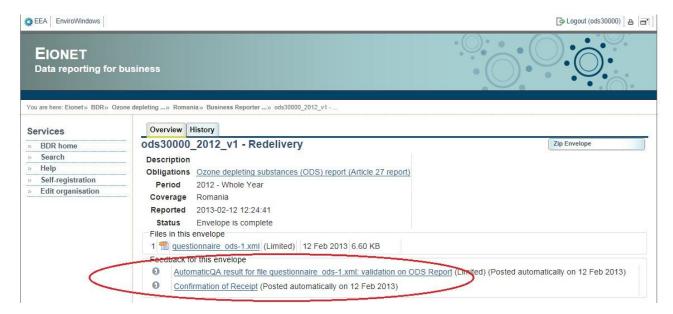
> ➤ *Step 4: Feedback on data delivery posted in Reportnet*

By submitting to DG CLIMA/EEA, the system will automatically evaluate the quality of your data, running the same tests as described in the step 2. This process may take a few minutes. The results will be provided in the section "Feedback for this envelope".

At this point the data delivery can be successful or not acceptable depending on the results of automatic quality checks:

Successful completion

If the data delivery did not contain any blocking errors, then you have successfully submitted your delivery and a '**confirmation of receipt**' will be posted automatically in your envelope.

If necessary, the receipt can be used to inform your national administration that the upload of the data is finalised. The authorised person of the national administration in your country will then be able to see your company's delivery.

> The above-mentioned files were submitted by user: *xxxxxxx*
>
> The reported data have successfully passed all the important quality checks and therefore is accepted.
>
> *This confirmation is electronically generated by the Reportnet system and therefore not signed.*

Note: The reporting obligation on the confirmation of receipt will reflect the information uploaded in the envelope.

Failed completion

If the data delivery contained blocking errors, then the delivery is not acceptable. The respective errors have been stored in the feedback file called '**Automatic QA result for file ...**'. The confirmation of receipt for failed deliveries is called '**Data delivery was not acceptable**'.

The '**Confirmation of receipt'** for failed deliveries is the following:

Subject: Confirmation of receipt

Posted automatically on: *XX Month 20YY*

European Environment Agency
Kongens Nytorv 6
DK 1050 Copenhagen K

To Whom It May Concern

This is a confirmation of receipt for data submissions by an undertaking under the European Reporting Obligation:

- Data reporting (F-Gas Regulation 842/2006/EC) [Article 6] (http://rod.eionet.europa.eu/instruments/649)
- Data reporting (ODS Regulation EC/1005/2009) [Article 27]
  (http://rod.eionet.europa.eu/obligations/213)

The following delivery has been submitted for *Company name* and was finalized on *day month year*.

　　Envelope: envelope title text

　　Location: envelope url

List of files:
- *aaaaaaa.xml*

- ***bbbbbb.bbb***

The above-mentioned files were submitted by user: *xxxxxxx*

The reported data failed to pass some important quality checks and therefore is **not acceptable**. A list of errors can be found in the Feedback report of your submitted envelope. You need to make a new delivery after fixing these errors.

To facilitate your re-submission a new envelope has been created at the following link and all the reported data/submitted files have been copied there:

[envelope url]

Please use this newly created envelope to correct your data and make a re-submission to DG Clima and EEA.

This confirmation is electronically generated by the Reportnet system and therefore not signed.

Activity 4: **Post-submission process**

Re-submission because of failed automatic quality checks

You must use the automatically created new envelope (find the exact link in the 'Data was not acceptable' file, available in the Feedback area) to fix your data and finalise re-submission in case the submission of your delivery failed because of automatic quality checks.
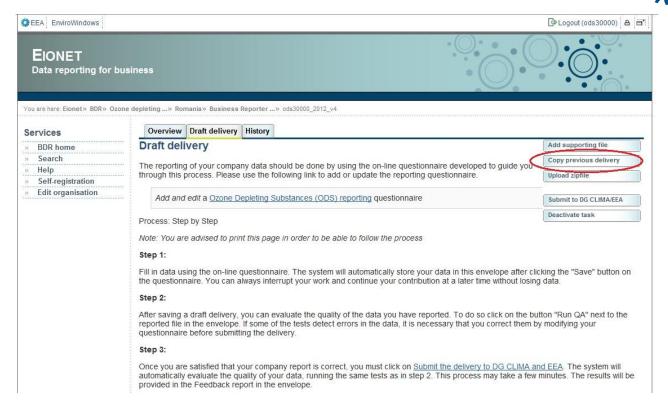
Re-submission because of manual evaluation

After the submission your report will be evaluated. In case that further clarifications are needed you will be contacted by e-mail.

In case you need to correct your report after the submission, repeat steps 1 to 7.

To facilitate your re-submission it is possible to use copy and paste functionality of your previous delivery. The functionality allows you to reuse already reported figures by following steps:

Re-submission process step 1: Create a new envelope and make sure that you indicate in the title and the description of your envelope that this is a new version as described above in step 3.

Re-submission process step 2: Browse into the newly created envelope, activate the Draft task **and click on the "Copy previous delivery" button on the top right corner.**

Re-submission process step 3: Select the envelope name containing previous delivery and click "Copy files" button.

Re-submission process step 4: There should be a new XML file in the envelope. Repeat the steps 4 -7 to correct your data and finalise the re-submission.

Getting help

For technical assistance with access to BDR and the submission process	BDR.helpdesk@eea.europa.eu
For questions related to ODS data forms	ODS.reporting@eea.europa.eu
For questions related to F-Gas data forms	F-gases.reporting@eea.europa.eu